

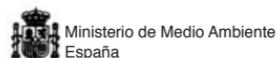
*Good Housekeeping Practices can be grouped into seven generic areas according to their application:*

<b>1 General criteria for purchasing office materials and equipment</b>
1.1 Criteria that should be asked of the supplier
1.2 Environmental criteria applicable when purchasing office materials
1.3 Environmental criteria applicable when purchasing office and drinks machines
<b>2 The efficient use of water</b>
2.1 Maintaining the installations
2.2 Installing water saving mechanisms and/or systems
2.3 Saving water in cooling/heating systems
2.4 The efficient use of water by staff
<b>3 The efficient use of paper</b>
3.1 Measuring paper consumption
3.2 Saving paper used for printing and photocopying
3.3 Reusing paper
3.4 Saving paper in internal communications and documentation
3.5 Saving paper in subscriptions
3.6 Saving paper in external communications
3.7 Other ways of saving paper
<b>4 Energy efficiency</b>
4.1 Lighting office activities appropriately
4.2 Installing efficient lighting equipment and mechanisms
4.3 Maintenance of lighting
4.4 Efficient use of lighting
4.5 Adapting installations for efficient air conditioning
4.6 Efficient use of air conditioning installations and equipment
4.7 Purchasing efficient air conditioning equipment
4.8 Efficient use of office electrical equipment
<b>5 Maintenance and appropriate use of office materials</b>
<b>6 Management of office waste</b>
6.1 Resources and organisation for the correct management of waste
6.2 Separating waste in the office
<b>7 Good housekeeping practices for office cleaning</b>

**Mediterranean Action Plan**

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Good Housekeeping Practices  
for **Offices**

**CD** | Castellano  
English  
Français

*The Regional Activity Centre for Cleaner Production (RAC/CP) has produced this leaflet in order to provide information for businesses with offices and/or an administrative area on their premises regarding the opportunities to apply good housekeeping practices that enable them to minimise the environmental impact associated with their activity. It is also intended to encourage businesses to look for new pollution prevention opportunities in their activities.*

**ENERGY** The efficient use of energy in the office

**WATER** The efficient use of water in the office

**PAPER** The efficient use of paper in the office

**WASTE** Managing office waste efficiently

## paper

### The efficient use of paper in the office

- Revise documents on-screen before printing them
- Photocopy/print on both sides of the paper
- File documents electronically as far as possible
- Use recycled paper wherever possible
- Store partially used paper in trays and reuse it
- Reuse paper for taking notes

## waste

### Managing office waste efficiently

- Separate waste paper and place it in the correct container
- Do not mix hazardous waste (batteries, toner, ink cartridges, etc.) with the general rubbish
- Place batteries in a special container for this purpose, located in the reception area
- Separate packaging, paper/cardboard and glass into the containers provided for this purpose
- Activate the toner save option wherever possible
- Reduce paper use

## energy

### The efficient use of energy in the office

- Make the most of natural light
- Avoid switching lights on when not necessary
- Switch off lights and office electrical equipment before leaving
- Remember to switch off the general switches on each floor
- Switch off the computer screen manually when it is not in use
- Leave windows and doors closed when the air conditioning system is in use

## water

### The efficient use of water in the office

- Remember to turn taps off
- Turn taps on only for the length of time required
- Use the dual flush in toilets that have this system installed
- Avoid the unnecessary use of water